



# Enrolling in PIR

January 2015

V6

# PIR Security Administration

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PIR is secured in accordance with Federal Information Security Management Act of 2002 (FISMA) and other federal laws and regulations for IT systems security that apply. Access to PIR data is constrained by the Agency Location Code. The ALC is a unique identifier assigned to every agency for reporting receipts and disbursements.

A PIR user must request and be granted access to view ALC data by an ALC approver. ALC approvers are assigned to each agency and have the responsibility of ensuring that PIR users have a business justification and “need to know” for accessing ALC data.

# PIR Enrollment Process

## Approving Official

- Approving Official is self delegated
- Delegates Agency Approver

## Agency Approvers

- Agency designates at least two ALC approvers for PIR
- Agency Approver self enrolls to gain access to the Agency ALCs
- The PIR Help Desk adds agency approvers

## Agency Users

- Agency approver grants access to their agency users under their disbursing authority per ALCs

## Enrollment Requirements

- Enterprise ID and password is required for single sign on
- Individual self enrolls in the application
- PKI token credential is required\*



# Approving Official

# PIR Enrollment Process Approving Officials

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## Agency

1. Completes Approving Official Letter and ALC Approver forms found on the PIR Getting Started page at...  
<http://www.fms.treas.gov/pir/getting-started.html>
2. Approving Official sends the completed forms to the PIR Help Desk for processing.

*Note: Each Agency is should identify a minimum of two PIR ALC Approvers*

## PIR Help Desk

1. Validates Approving Official
2. Sets up the designated individuals as ALC Approvers

# Approving Official - Sample

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From: John D. Doe  
Director

Subject: Approving Official Self-delegation.

In accordance with the authority vested in me as Director, Office of Personnel Management, Washington, DC, I hereby self-designate myself as Approving Official. As head of agency, I reserve the right to relegate this authority.

The following Agency Location Code is applicable: 2018 1001.

If you should have any questions, please contact Jane D. Doe, at (816) 414-2340.

----- / S / -----  
John D. Doe  
Director

# ALC Approver Form

This is to advise that \_\_\_\_\_ (Non Treasury Disbursed Office name) \_\_\_\_\_ has designated the following individuals to be ALC approvers:

ALC	Last Name	First Name	Email Address

Having approver status gives the individual the ability to grant other agency user's access to the agencies ALCs within the PIR application to review payment data related to that ALC. Please note that PIR is secured in accordance with Federal Information Security Management Act of 2002 (FISMA) and other federal laws and regulations for IT systems security that apply. Access to PIR data is constrained by the Agency Location Code. The ALC is a unique identifier assigned to every agency for reporting receipts and disbursements.

A PIR user must request and be granted access to view ALC data by an ALC approver. ALC approvers are assigned to each agency and have the responsibility of ensuring that PIR users have a business justification and "need to know" for accessing ALC data.

Please sign and date:

(Name) \_\_\_\_\_  
 (Title) \_\_\_\_\_  
 (Signature) \_\_\_\_\_ Date \_\_\_\_\_  
 (Address) \_\_\_\_\_  
 (Phone) \_\_\_\_\_  
 (Email Address) \_\_\_\_\_

Send the completed form to:

Department of the Treasury  
 Financial Management Service  
 Kansas City Financial Center  
 4241 NE 34<sup>th</sup> Street



# Agency Approver



# Agency ALC Approver

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## ALC Approver Responsibility

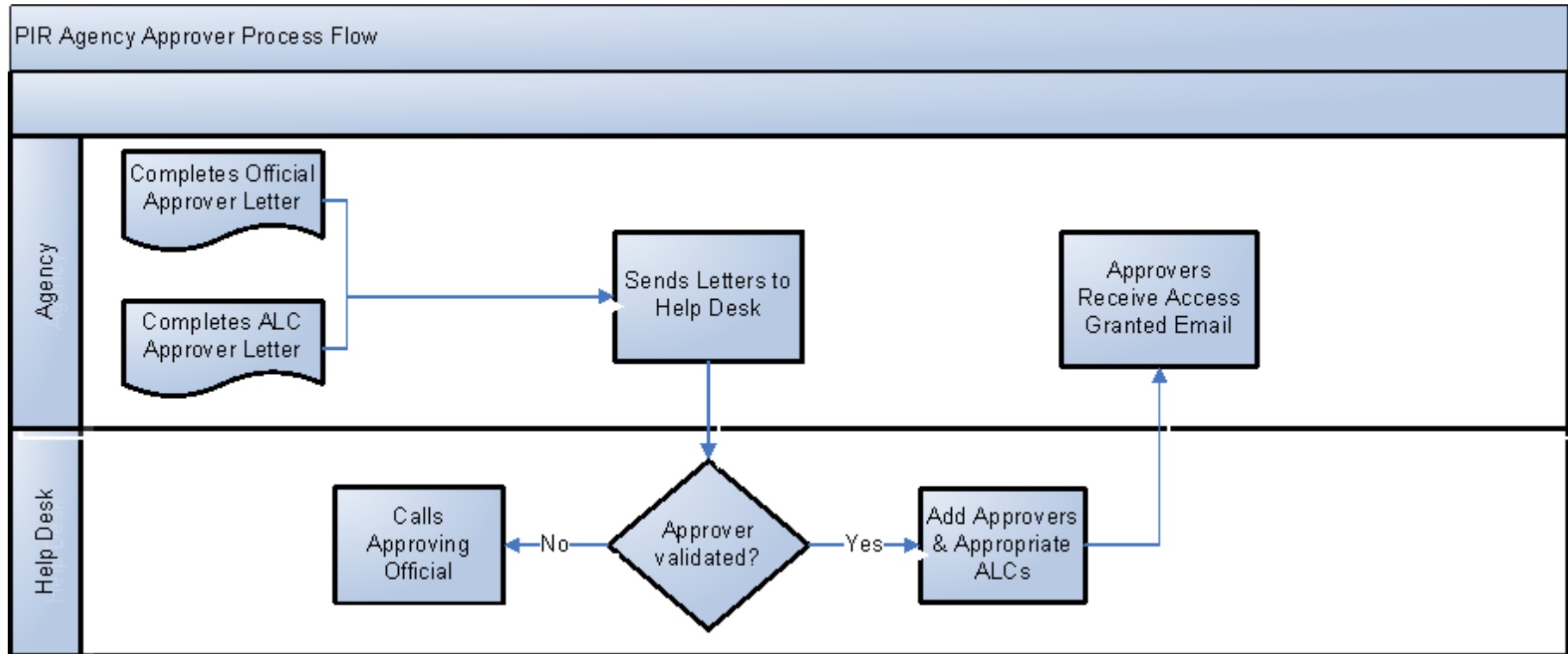
- Gives an individual the ability to grant other agency user's access to the agencies ALCs within the PIR application to review payment data related to that ALC
- ALC approvers are assigned to each agency and have the responsibility of ensuring that PIR users have a business justification and “need to know” for accessing ALC data

## Establishing an ALC Approver

1. Approving Official sends the completed forms to the PIR Help Desk for processing.
2. ALC Approver Self Enrolls as a PIR Agency User by following the instructions outlined under Establishing an Agency User.

*Note: Each Agency is should identify a minimum of two PIR ALC Approvers*

# Agency Approver Flow





Establish  
SSO  
Account

Request  
PIR  
Account

Request  
PKI Token

# Establishing an Agency User

# Agency User

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## Overview

- Access to PIR data is constrained by the Agency Location Code
  - The ALC is a unique identifier assigned to every agency for reporting receipts and disbursements
- A PIR Agency User must request and be granted access to view ALC data by an ALC approver

# Step 1 – Establishing a SSO

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- Agency User establishes a Single Sign On (SSO) account
  - *Note: Agency Users that access other applications with a SSO account (i.e., OTCnet, Debit Gateway, FedDebt, FIRST(SID) GWA, JFICS, SAM, SIMS IV, TCIS) can skip Step 1 under Establishing a SSO and proceed to Step 1 under Existing SSO Account.*
- Click on the following to request a SSO user id & password  
<https://reg.fms.treas.gov/selfenroll/register>

# FMS SSO Self Enrollment

Establish  
SSO  
Account

Approval

Create Password

<https://reg.fms.treas.gov/selfenroll/register>

Fields with red asterisk \* are required

When searching enter a part of your agency name (e.g. Defense)

Will receive the following upon successful completion

**FMS Self Enrollment**

Fields with (\*) are required

Legal Prefix

Legal First Name \*

Legal Middle Name

Legal Last Name \*

Generational Identifiers / Suffix

Title

Email \*

Re-Enter Email \*

Sponsoring Application PIR (SSO)

Organization \* FA\_Federal Reserve System Search

External Supervisors

Mobile Phone

Office Phone \*

Office Extension

Office Fax

Office Room Number

Office Street Address \*

Office Street Address 2

Office City \*

Office State \* - Select -

Office Zip \*

Office Country \* UNITED STATES

Please type the text from the image below

nearacs

Done

**Search:**

Where fmsorgname Contains Reserve System

Search

Name
FA_Federal Reserve System

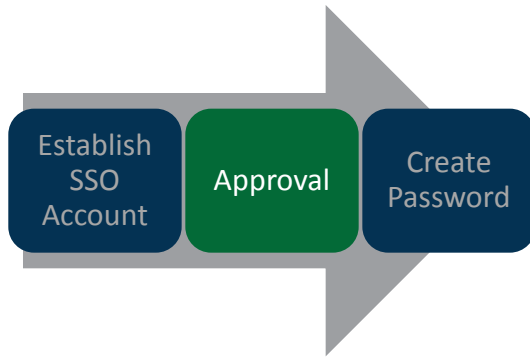
Add Done

**Success!**

Your request submitted successfully. You should receive an email shortly with your credentials.

Close Window

# Email Approval Notification



Successfully created your account **kgille01** on Single Sign On (FSLDAP).

ITIM to: kent.gillespie

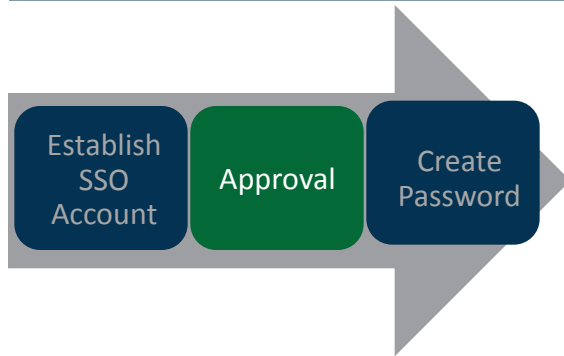
02/27/2012 11:50 AM

[Show Details](#)

Successfully created your account kgille01 on Single Sign On (FSLDAP).  
Please logon to the ITIM System and change the new account password. Then you may begin using your new account.

This email was generated by the ITIM system during the processing of one or more requests. The ITIM system can be accessed at <https://regs.fms.treas.gov/itim/self>.

# Email Approval Notification



The ITIM System created a new Single Sign On (FSLDAP) account for Kent Gillespie

**ITIM** to: kent.gillespie

02/27/2012 11:50 AM

[Show Details](#)

The ITIM System created a new Single Sign On (FSLDAP) account for Kent Gillespie  
Kent Gillespies Single Sign On (FSLDAP) initial password is: \*\*\*\*\*  
Please logon to change your password.

This email was generated by the ITIM system during the processing of one or more requests. The ITIM system can be accessed at <https://regs.fms.treas.gov/itim/self>.

Note: Time is of the essence as the temporary password is only valid for 30 days



# Initial SSO Sign In

Establish  
SSO  
Account

Approval

Create  
Password

1. Sign on using ITIM Self Service URL
2. Use your SSO User ID and Temporary Password
3. Follow Instructions to Change Password\*

\*Note: If additional SSO assistance is needed:

<http://fmsitimselfservicetraining.fms.treas.gov/>

<https://reg.fms.treas.gov/itim/self>

FMS Enterprise Single Sign On Log In - Windows Internet Explorer

<https://ssologin-pp.fms.treas.gov/esso/smfmsloginesso.fcc?TYPE=33554433&REALM> Certificate Error Bing

File Edit View Favorites Tools Help

Favorites FMS Enterprise Single Sign On Log In

**fms** Enterprise Single Sign On

Log In To: <https://reg-pps.fms.treas.gov/itim/self> Change Password Forgot your Password? Forgot your User Id? Register ?

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

SecurID Token

PKI Certificate

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID:

Password:

Log In Reset

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING WARNING WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Accessibility | Contacts | Privacy Policy

U. S. Department of the Treasury - Financial Management Service

Done

Trusted sites | Protected Mode: Off

# Step 1 – Existing SSO Account

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- Scenario A – Forgot you had an account
  - If you receive an error instead of a “Success” message indicating the email address is a duplicate, you may already have an SSO account
  - Contact [PIR.Help.Desk@fms.treas.gov](mailto:PIR.Help.Desk@fms.treas.gov) or [PIR.Help.Desk@fiscal.treasury.gov](mailto:PIR.Help.Desk@fiscal.treasury.gov) or 816-414-2340
- Scenario B – Forgot your user ID
  - Contact [PIR.Help.Desk@fms.treas.gov](mailto:PIR.Help.Desk@fms.treas.gov) or [PIR.Help.Desk@fiscal.treasury.gov](mailto:PIR.Help.Desk@fiscal.treasury.gov) or 816-414-2340



**PIR** PAYMENT  
INFORMATION  
REPOSITORY

BUREAU OF THE FISCAL SERVICE

Establish  
SSO  
Account

Request  
PIR  
Account

Request  
PKI Token

Agency User – PIR Account

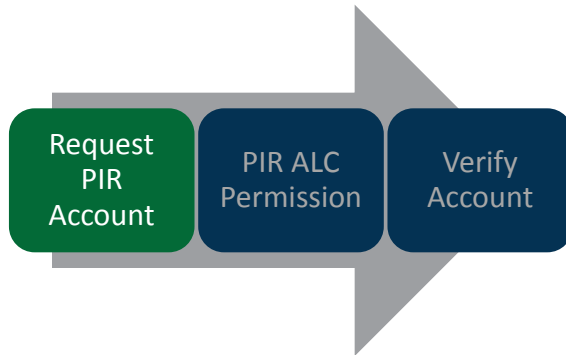
# Step 2 – Create PIR Account

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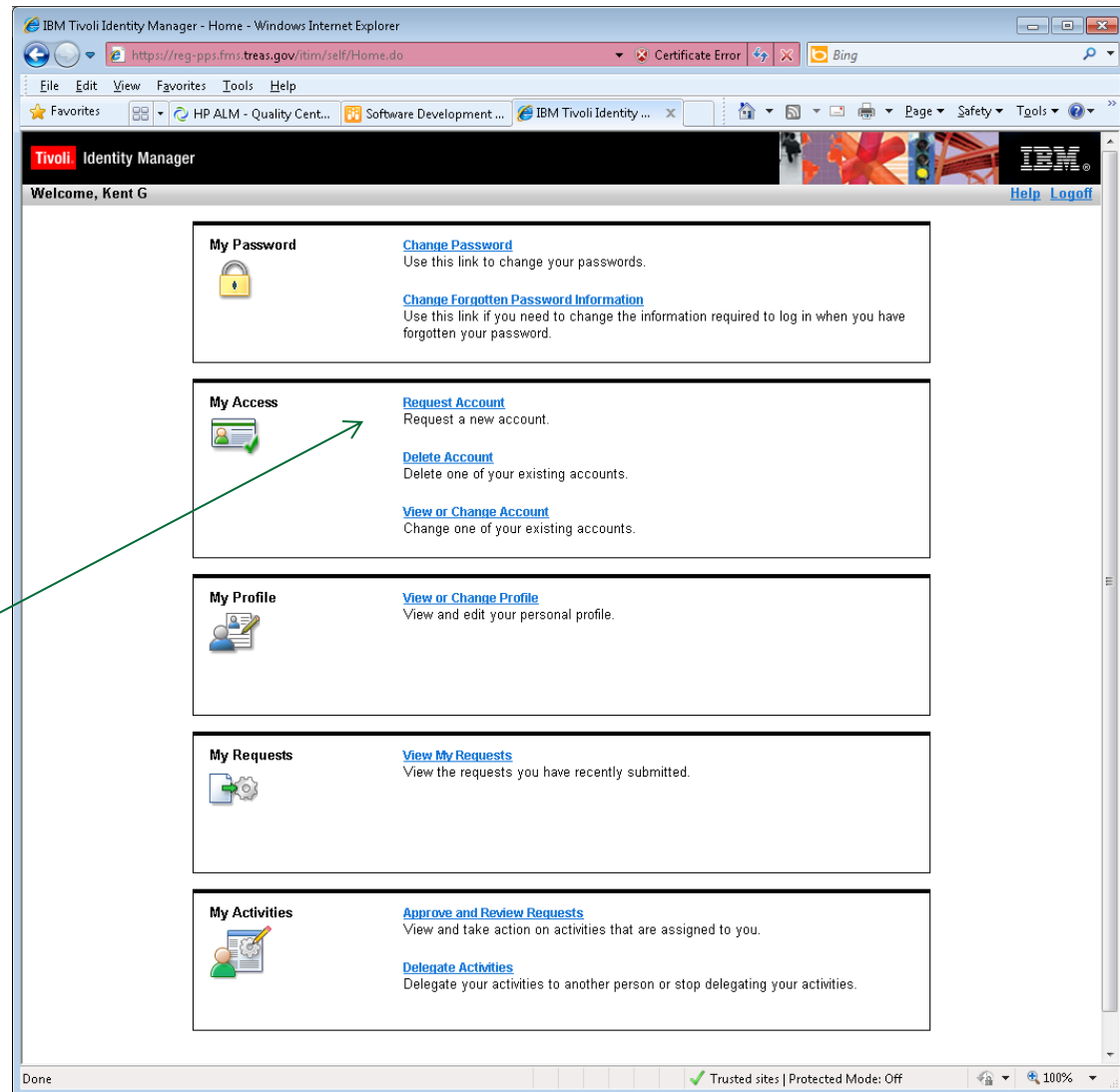
- Agency User requests a PIR account through ITIM noting the ALCs for which they will require access

*Note: Request requires approval by a designated Agency Approver*

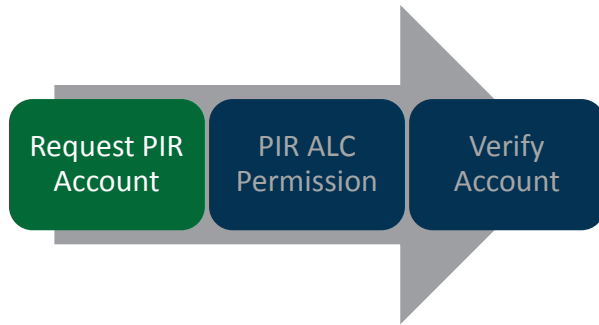
# Create PIR Account




1. Go to the ITIM Home Page
2. Click on the Request Account Link



# Select Application



**Tivoli Identity Manager** 

Welcome, Kent G [Help](#) [Logoff](#)

[Home](#) > Request account

## Request Account


Enter information to search for the type of account you would like to request.

Search for:

1. Enter PIR in the Search for field
2. Click on PIR

### Search Results

Click the account type that you would like to request.

Account Type 	Description
<a href="#">PIR</a>	

Page 1 of 1   Total: 1   Displayed: 1

[Go to Home Page](#)

# Role & ALC selection

Request  
Account

PIR ALC  
Permission

Verify  
Account

1. Select PIR Agency Users as your role

The screenshot shows the 'Account Information' page in Tivoli Identity Manager. The user is 'Kent G'. The page has a breadcrumb trail: Home > Request account > Account information. The main heading is 'Account Information'. Below it, a message says 'Type the requested information below. When you are done, click the OK button.' The form includes fields for 'User ID' (kgille01), 'PIR Application Role' (a dropdown menu), 'Assigned ALCs' (a text area with 'Search' and 'Delete' buttons), 'Cross-Servicing ALCs' (a text area), 'Agency ALC Approver' (NO), and 'Account Status' (Active). A modal window is open for 'PIR Application Role', showing a list of roles: 'PIR Agency Users', 'PIR FMS Users', and 'PIR Helpdesk Users'. A green arrow points from the instruction '1. Select PIR Agency Users as your role' to this dropdown. Another green arrow points from the 'Search' button in the 'Assigned ALCs' section to a secondary window titled 'Search for Assigned ALCs'. This window has a breadcrumb trail: Home > Request account > Account information > Search. It contains a 'Search by:' dropdown set to 'alcagencylocationcode', a 'Search for:' text box with '3030', and a 'Search' button. Below the search results, there is a table with one row: '00003030'. A green arrow points from the instruction '2. Search for ALC(s) you need' to the search box. Another green arrow points from the instruction '3. Select the ALC' to the table row. A final green arrow points from the instruction '4. Click OK' to the 'OK' button at the bottom of the search results window.

Search by: alcagencylocationcode  
Search for: 3030  
Search

Search Results  
Click below to select from the search results.

Select All	Name
<input type="checkbox"/>	00003030

Page 1 of 1 Total: 1 Displayed: 1 Selected: 0  
OK Cancel

# Submit Request

Request  
Account

PIR ALC  
Permission

Verify  
Account

Click the “Request Account” link to submit your request for a PIR account

[Home](#) > [Request account](#) > [Account information](#) > Request account confirmation

## Request Account: PIR

Click Request Account to submit a request for a new account on PIR

User ID: kgille01  
Account type: PIR

After the request is submitted, the Request Submitted: screen should display

[Home](#) > [Request account](#) > Request submitted

## Request Submitted: Request Account

You have submitted a request. Below is the information available to you at this time.

### Request Detail

Request ID:	6999705029573893549
Date submitted:	May 18, 2012 1:09:34 PM
Request type:	Account Add
Account/Access:	kgille01 on PIR

### Related Tasks

- ◆ To check on the status of your request, refer to the [View My Requests](#) page.
- ◆ To create another request, click on [Request Account](#).
- ◆ To perform other tasks go to the [Tivoli Identity Manager Home](#) page.



# PIR Account Request Process

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- PIR ALC Approver processes the request for a PIR account in ITIM
  - Approvers defined for your ALC receive a notification about your request for a PIR account
  - Approver signs into ITIM and approves or rejects your request

# View My Requests

Account  
Requests

Approve/  
Reject

Request  
History

1. Click on "View My Requests" link
2. Screen appears with Requests
3. Click on one and detail page appears

Welcome, Kent G  
[Home](#) > [View my requests](#)

## View My Requests

Click the request type to view its information.

View: Show last 31 days

Request Type	Date Submitted	Status
<a href="#">Account Add</a>	May 18, 2012 1:09:34 PM	Success
<a href="#">User Data Change</a>	May 16, 2012 12:17:25 PM	Success

Page 1 of 1 Total: 2 Displayed: 2

[Go to Home Page](#)

Welcome, Kent G  
[Home](#) > [View my requests](#) > Request information

## Request Information

### Request Detail

Request ID: 6999705029573893549  
 Date submitted: May 18, 2012 1:09:34 PM  
 Request type: Account Add  
 Account/Access: kgille01 on PIR  
 Date completed: May 18, 2012 1:34:21 PM

**Status Detail: Success**

[Go to View My Requests](#)

IBM Tivoli Identity Manager - Home - Windows Internet Explorer

[https://reg-pps.fms.treas.gov/itm/self/Home.do](#) Certificate Error Bing

File Edit View Favorites Tools Help

IBM Tivoli Identity Manager

Welcome, Kent G [Help](#) [Logout](#)

**My Password**

[Change Password](#)  
Use this link to change your passwords.

[Change Forgotten Password Information](#)  
Use this link if you need to change the information required to log in when you have forgotten your password.

**My Access**

[Request Account](#)  
Request a new account.

[Delete Account](#)  
Delete one of your existing accounts.

[View or Change Account](#)  
Change one of your existing accounts.

**My Profile**

[View or Change Profile](#)  
View and edit your personal profile.

**My Requests**

[View My Requests](#)  
View the requests you have recently submitted.

**My Activities**

[Approve and Review Requests](#)  
View and take action on activities that are assigned to you.

[Delegate Activities](#)  
Delegate your activities to another person or stop delegating your activities.

Trusted sites | Protected Mode: Off 100%



**PIR** PAYMENT  
INFORMATION  
REPOSITORY

BUREAU OF THE FISCAL SERVICE

Establish  
SSO  
Account

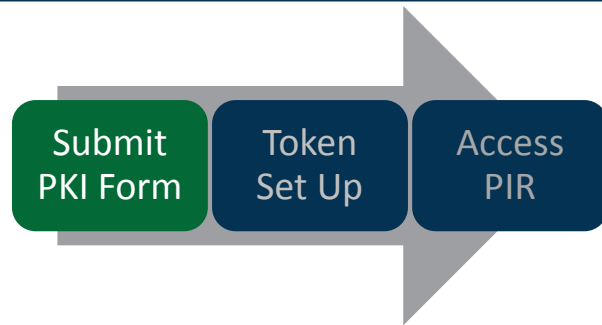
Request  
PIR  
Account

Request  
PKI Token

Agency User – PKI Token

# Do you have a token?

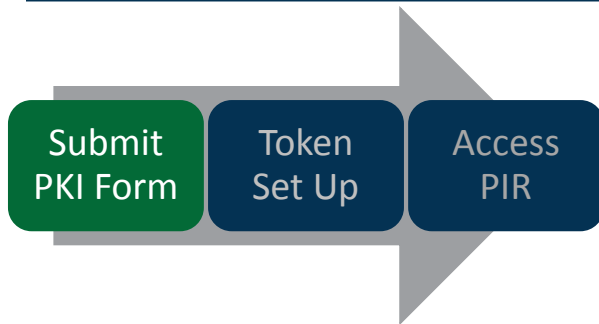
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- If you have an active FMS issued Tier 1 PKI Certificate, a new token is not required.
- Once PIR access is provisioned (Step 2), you should be able to authenticate to the application with the existing Tier 1 PKI credential.
- If the user can not login to the application with the existing PKI credentials, submit a ticket to the Help Desk for further troubleshooting at:
  - [PIR.Help.Desk@fms.treas.gov](mailto:PIR.Help.Desk@fms.treas.gov) or
  - [PIR.Help.Desk@fiscal.treasury.gov](mailto:PIR.Help.Desk@fiscal.treasury.gov) or
  - 816-414-2340

# Completing PKI Form

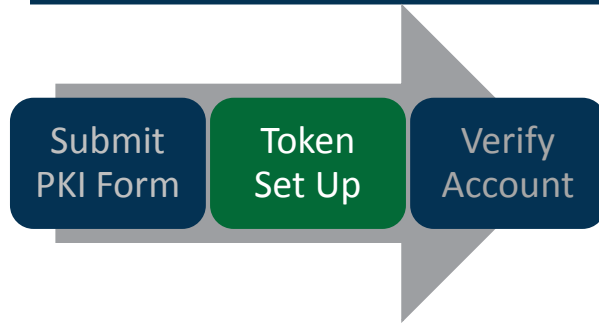
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- Use the PKI form found on the PIR Getting Started page at <http://www.fms.treas.gov/pir/getting-started.html>
- Enter information in the following sections
  - Check the New Subscriber Box in Block 1 and complete associated fields.
    - Check the box for *Enterprise Certificate*
    - Check the box for *Rudimentary*
    - Enter *PIR* in the “Business System Requiring Certificate section
  - Complete Block 2 section of form by inputting Subscriber information
- Email the form to [pir.pki@fms.treas.gov](mailto:pir.pki@fms.treas.gov)
- Allow two weeks for processing

# Token Set Up

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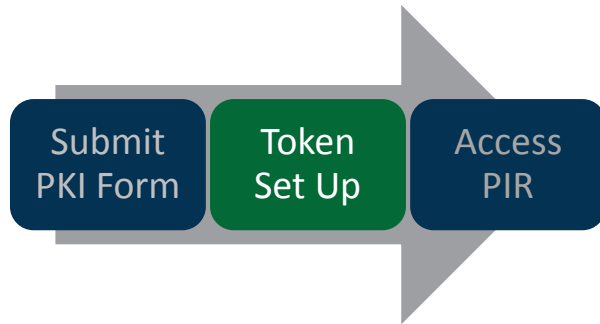


- Review information in the PKI Packet and do the following...
  - Contact your agency's workstation administrator to install the software and hardware included in packet
  - The administrator should ensure your workstation meets hardware and software requirements and use the instructions for set up that are outlined in the FMS PKI Agency Workstation Requirements, Recommendations & Guidelines document

*Note: Individuals have 25 days to follow instruction to burn token on workstation after receipt of packet*

# Complete and Return PKI Non-Disclosure Agreement

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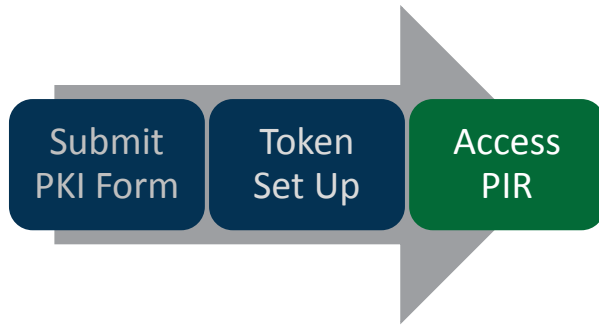


- This form is included in your packet
- Complete the form
- Return using the address on the form

*Note: Form must be returned within 21 days or privileges may be revoked!*

# Access PIR

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You are now ready to access the PIR application at  
<https://pir.fms.treas.gov/pir-web>



# Questions?

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# Contacts

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- PIR Webpage
  - <http://fms.treas.gov/pir/index.html>
- Agency Outreach
  - [PIR.Agency.Outreach@fms.treas.gov](mailto:PIR.Agency.Outreach@fms.treas.gov)
  - [PIR.Agency.Outreach@fiscal.treasury.gov](mailto:PIR.Agency.Outreach@fiscal.treasury.gov)
- PIR Help Desk
  - [PIR.Help.Desk@fms.treas.gov](mailto:PIR.Help.Desk@fms.treas.gov)
  - [PIR.Help.Desk@fiscal.treasury.gov](mailto:PIR.Help.Desk@fiscal.treasury.gov)
  - 816-414-2340